



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

RELIEF VETERINARIAN

Class No. 000742

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■ CLASSIFICATION PURPOSE

Under general direction, to provide medical and surgical services to animals at a regional county animal shelter; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Relief Veterinarian is an equivalent class of Veterinarian, but is distinguished in that the latter may be appointed on a permanent basis.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Provides emergency and routine medical/surgical services for a variety of sick and injured animals.
2. Performs spay/neutering surgery on animals before adoption.
3. Examines animals before adoption and before release from rabies quarantine.
4. Trains and supervises persons performing, or assisting with veterinary duties or medical procedures.
5. Supervises use of chemical capture drugs.
6. Informs private veterinarians of drugs used and recommends support treatment.
7. Uses computer to prepare reports and maintain records.
8. Explains medical aspects of animal care and regulation to the public.
9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of current veterinary medicine.
- Animal diseases and their prevention, control and eradication.
- Current veterinary practices and techniques relating to the treatment of injured animals.
- County, state and federal animal health laws and regulations.
- Animal regulation procedures and problems.
- County customer service objectives and strategies.

Skills and Abilities to:

- Provide surgical and medical services and care for a variety of well, sick and injured animals, including a high volume of spay and neutering operations.
- Analyze critical medical and administrative situations and take effective action.
- Provide state-of-the art, high quality animal medical services in the most efficient manner.
- Prepare written reports, letters, and other documents using a personal computer.

- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: a degree in veterinary medicine from an accredited university of veterinary medicine; AND, two years of experience in veterinary medicine.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Frequent: sitting, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of animals weighing up to 50 pounds. Continuous upward and downward flexion of the neck; sufficient manual dexterity and hand-eye coordination to perform surgical operations.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Certification/Registration

Must possess or be able to obtain a Drug Enforcement Agency (D.E.A) controlled substance registration.

##### Working Conditions

Work is performed outdoors and animal shelter environments in varying temperatures; exposure to excessive noise; animal waste and dead animals; and sewage and zoonotic diseases; requires travel to various animal shelters throughout the county. May work during weekends and holidays.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to this class are temporary in nature and will not serve a probationary period.

**New: April 26, 1996  
Reviewed: Spring 2004**

Relief Veterinarian (Class No. 000742)

Union Code: NR

Variable Entry: Y